

Appendix E

Sample District NPDES Program Responsibility Matrix

Project Milestone		Task Assignments as per the Storm Water Quality (SWQ) Handbooks C = Concurrence R = Responsible A = Assist O = Oversight	Design PSR	Planning SWC	Project Management	Design	Construction RE	Construction SWC	Contractor	Right of Way	Permits	Maintenance	SWQ Handbook Reference: P = Project Planning & Design Guide C = Construction Site BMPs Guide M = Maintenance Guide S = Statewide Permit G = General Permit
Project Planning	1	Develop Initial Assessment of treatment controls during PSR	R	A									
	2	Impacts to receiving waters		R									
	3	Involve RWQCB staff in planning stages for projects that may have a significant potential water quality impact		R									
	4	Identifying necessary Permanent BMPs		A		R		A					
	5	Consider Temporary Critical Controls & Scheduling		A		R		A					
	6	Preliminary sizing of Treatment and Streambank Erosion controls				R							
Project Design	7	Determination and R/W layout for permanent treatment controls				R						C	
	8	Design of permanent treatment controls, streambank erosion & critical temporary controls		A		R						C	
	9	WPCP/ SWPPP Determination, Incorporate appropriate Special Provisions		A		R							
	10	Incorporation of other water quality features as required of CEQA, NEPA, Fed, State or local permit into PS&E		A		R							
	11	Prepare Notification of Construction (NOC)			A	R							
	12	Submit NOC to Planning 35 days before Construction			R	A							
	13	File NOC 30 days prior to construction with Regional Board		R									
Contract is Ready to List	14	Update NOC with RE name change					R						G-C.18
	15	File updated NOC with Regional Board		R			A	A					G-C.18
Contract is Awarded	16	Review project files and PS&E. confirm correct SSPs are in PS & E		A		A	R						
	17	Conduct Pre-Construction meeting				A	R	A					



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Contract is Awarded	18	Provide contractor with appropriate information/ documents for WPCP/SWPPP		A			R	A					
	19	Prepare WPCP or SWPPP for RE review					A	A	R				
	20	Review WPCP or SWPPP		A			R	C					
	21	Request changes in WPCP/SWPPP based on reviews		A			R	A					
	22	Revise WPCP/SWPPP to meet standards							R				
Project is in Construction	23	Approve WPCP or SWPPP prior to construction (by RWQCB's request 30 days prior to construction for sensitive projects)		C			R	C					
	24	Implement WPCP / SWPPP		O			R	A	R				
	25	Ensure permits from other agencies are adhered to including Reporting, Certifications, and record keeping		A			R		R				
	26	Maintain RE files and SWPPP/ WPCP with Amendments					R	O					
	27	Maintain Contractor files					O	O	R				
	28	Comply with the requirements of the SSP's, Project Plans, NPDES Permit and Construction General Permit		O			R	A	R				
	29	Require amendments of the WPCP/ SWPPP as necessary to meet the SSP's, Plans, NPDES and General Construction Permit		O			R	A	R				
	30	Designate assigned staff to act as Storm Water Inspector					R						
	31	Inspect projects for compliance with WPCP / SWPPP & SSP		O			R	A	R				
	32	Observe, report and direct cleanup of illegal dumping or illicit connections detected on construction sites		O			R						
	33	Review inspection results from Storm Water Inspector and Contractor		A, O			R	A					
	34	Prepare Notice of Noncompliance		A			R	A, C	R				

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Project is in Construction	35	File Notice of Noncompliance with Regional Board verbally w/n 5 working days, w/ written follow up w/n 30 days of Noncompliance discovery		R				A					S-K.3.a
	36	Notify Storm Water Coordinator of discharge causing or contributing to an exceedance of an applicable Water Quality Standards (WQS)		A			R		R				S- I.2.a(3)
	37	Notify RWQCB by telephone w/n 48 hours of discharge discovery and a written report to RWQCB w/n 14 days of discharge discovery		R				A					
	38	Take actions against the contractor for failure to comply with the requirements of WPCP/ SWPPP, SSP		A			R	A					
	39	Prepare Notice of Completion: with 70% coverage of vegetation or equivalent measures	O				R	A				C	G-7.1
	40	Pre-completion walk-thru with maintenance and Storm Water Coordinator			R		A					C	
	41	File Notice of Completion with RWQCB		R									S- H.8.d
	42	Pass Project files to Maintenance			O	A	R					C	
	43	Prepare Annual Certification		O			R	O	R				
	44	Keep Records of all inspectors, compliance certifications, and non-compliance reporting for a least three (3) years					R						
Maintenance Operations	Highways	45	Maintain Storm Water Drainage System & Pumping Facilities									R	M-1.7
		46	Perform Highway Surveillance Activities; Receive Notification of accidental spills or threat of discharge and report it to planning Storm Water Coordinator, Maintain IC/ ID file		O							R	M-1.8
	Yards	47	Prepare and approve a Facility Pollution Prevention Plan (FPPP)		C							R	
		48	Maintenance Yard compliance during operation, non-compliance filing and reporting to Regional Board		O							R	

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Right of Way	Permits	49 Submit Encroachment Permit Application for Review of Water Pollution Control Provisions		A							R		
		50 Review Encroachment Permit Application and Review Water Pollution Control Provisions.		R							A		
		51 Submit Airspace Lease/ Demolition Application for Review of Water Pollution Control Provisions		A						R			
		52 Review Airspace Lease/ Demolition Application for Review of Water Pollution Control Provisions		R						A			